

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONHERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

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|---|-----------------------|---|---|--|---|
| POSITION TITLE General Lithographer | | ANNOUNCEMENT NUMBER 0047017 | DATES: OPENING 08/07/00 | CLOSING (Close of business) 09/01/00 | EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date) |
| SERIES 4417 | GRADE XP-09 | KNOWS! PROMOTION POTENTIAL TYP XP-09 | AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER | | TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT NOT TO EXCEED |
| ORGANIZATION LOCATION Office of the Chief Information Officer Information Management Division Reproduction & Distribution Svcs. Section | | NAME OF IMMEDIATE SUPERVISOR Gene R. Wood | | | |
| DUTY LOCATION Rockville, MD | | TRAVEL REQUIREMENTS None | | | |

APPLICATION INSTRUCTIONS. COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SEVEN PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115 VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify)

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Operates printing, copying (including network printing from a network server), and binding equipment in the Duplicating Unit of the Reproduction and Distribution Services Section.

Physical Demands and Working Conditions: Work is predominantly in a standing position and requires bending, crouching, and stretching, heavy lifting, and walking. Operators are exposed to the noise of operating machines, paper dust, and skin irritation from ink and chemical solutions. Frequent overtime is required to meet urgent deadlines.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Demonstrated knowledge of printing procedures, standards, and guidelines for duplicating and copying activities, and experience in operating bindery, duplicating and copying equipment at a Journeyman Level or equivalent.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

1. Demonstrated ability to operate a Ryobi 3200 PFA perfecting duplicator or equivalent.

(EXAMPLE: Describe experience, training, or developmental assignments which demonstrate your knowledge of and experience in the daily operation of a Ryobi 3200 perfecting duplicator or equivalent.)

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| FOR ADDITIONAL INFORMATION CONTACT J. Solan | | | | E-Mail: JAS6 Mail Stop: T-2D32 | | TELEPHONE | AREA CODE 301 | NUMBER 415-5016 |
| SEND APPLICATION MATERIALS TO: | | | | | | | | |
| <input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources | <input type="checkbox"/> Region I Personnel Officer | <input type="checkbox"/> Region II Personnel Officer | <input type="checkbox"/> Region III Personnel Officer | <input type="checkbox"/> Region IV Personnel Officer | | | | |
| U.S. Nuclear Regulatory Commission Washington, D.C. 20555 | U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406 | U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303 | U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532 | U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011 | | | | |

CAREER OPPORTUNITY ANNOUNCEMENT
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RATING FACTORS - CONTINUED

2. Demonstrated ability to operate a variety of bindery equipment, including a Harris Multi binder or equivalent, stitcher, drills, cutters, folders, tabbers, and other binding equipment.

(EXAMPLE: Describe experience that demonstrates your ability to utilize various types of bindery equipment such as the above mentioned equipment, or equipment of the same type.)

3. Demonstrated ability to operate high speed Duplicators such as the Xerox Docutech 135 Publishing System. Knowledge of or ability to learn the management of Network printing through a network server using designated job queues.

(EXAMPLE: Describe experience, training, or developmental assignments which demonstrate your ability to operate the Xerox Docutech 135 Publishing System or equivalent. Also describe your knowledge of print-on-demand tasks using equipment or originating from a network print queue.)

4. Ability to work independently and under the stress of frequent deadlines.

(EXAMPLE: Provide examples of your ability to work without supervision and under tight production deadlines. Describe your experience with production-related activities.)

PLEASE SUBMIT RESUME, SF-171, OR OF-612 AND STATEMENT ADDRESSING RATING FACTORS TO:

U. S. Nuclear Regulatory Commission
Office of Human Resources
ATTN: Jill Solan Mail Stop: T-2D32
Washington, D.C. 20555

NOTE:

EXPENSES ASSOCIATED WITH INTERVIEWS AND RELOCATION WILL NOT BE PAID TO THE D.C. COMMUTING AREA.

PLEASE PROVIDE SALARY HISTORY WITH YOUR APPLICATION.

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF

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RATING FACTORS - CONTINUED

PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50. STATUS APPLICANTS, BOTH NRC EMPLOYEES AND OTHERS, WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATION PACKAGES. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT PROMOTION ANNOUNCEMENT ONLY.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.